

Privilege (Business) License Form

City of Conover

P.O. Box 549

Conover, NC 28613

Phone: (828) 464-1191 Fax: (828) 465-5177

THIS FORM MUST BE COMPLETED ON THE FRONT AND BACK AND RETURNED TO THE CITY OF CONOVER

Return by July 1, 2013 for License Period 7/1/13- 6/30/2014

Total Gross Receipts reported on **2012 Federal or State Income Tax return (or applicable portion)**

\$ _____

(Only report gross receipts for business generated in the City of Conover under Schedule "A" from attached worksheet)

Company Name: _____ Federal ID or S.S. #: _____

Owner's Name: _____ Email: _____

Mailing Address: _____

Type of Business: _____ Location of Business: _____

Phone: _____ Contact: _____ Fax: _____

I certify that I have the appropriate authority to act on behalf of the business and that all representations made in these forms are true and correct. I further certify that I am familiar with the financial records of the business and that the gross receipts as shown in this application are consistent with the gross receipts of either (circle one if applicable):

1. The total gross receipts, or portion thereof, for business generated inside city limits, as reported on the income tax return
2. As reported to the NC Department of Revenue Sales & Use Tax Division for the previous 12 months
3. Estimate of gross receipts (An estimate will only be accepted if the business has been open less than 1 year)

All information regarding gross receipts is held in the strictest confidence and shall not be subject to public inspection.

Signature: _____ Title: _____ Date: _____

Directions for Form: If you have received this form, you must report your applicable gross receipts that were reported on your 2011 tax return for your business before a license can be issued. Please follow the instructions on the worksheet on the back of this renewal form along with the enclosed fee schedule to calculate your tax and return to the city finance department with your payment. If you need assistance in calculating your tax, please call (828) 464-1191. **NOTE:** Incomplete applications are invalid and will result in a refusal of issuance of your privilege license. No privilege license will be issued to any business otherwise prohibited by local or state laws or regulations.

Official Use Only

City Planning and Zoning Department

Approval:

Signature: _____ Date: _____ yes/no

**City Fire Inspection Department

Signature: _____ Date: _____ yes/no

**City Finance Department

Signature: _____ Date: _____ yes/no

Tax Department

Tax: _____ Date Paid: _____

☐ The applicant has received a new privilege license for the above mentioned business.

☐ The applicant has relocated the business.

(Please complete worksheet on the reverse side of this page)

WORKSHEET- RETURN TO THE CITY OF CONOVER

COMPANY NAME: _____

PLEASE NOTE: If your business falls **completely** within the categories listed in Schedule B or C or your business activities are exempt from the privilege license tax (as described on the attached fee schedule) **you may skip to step 3.** However, for any other portion of your business activities, you must complete steps 1 and 2 for that portion of your business.

Step 1: Enter your gross receipts from your 2012 tax return \$ _____

(EXCLUDE any gross receipts for categories in Schedule B and/or C and only report gross receipts for business generated in the City of Conover. Do not complete this section if your business activities are only in categories shown in Schedule B and/or C.)

Step 2: Determine your privilege license tax under schedule A.

- **For gross receipts between** \$0 and \$ 1,000,000 enter "\$100.00" on Line 1 and proceed to step 3.
- **For gross receipts in excess** of \$ 1,000,000 complete the following table:

Round the gross receipts entered in Step 1 to the next thousand	_____
Subtract 1 st \$1,000,000	– \$ 1,000,000
Total gross receipts after subtracting \$ 1,000,000	_____
Divide by 1,000	_____
Multiply by .50	_____
Add \$ 100.00 flat tax for first \$ 1,000,000	+ \$ 100.00
Total Schedule A tax (copy this number to Line 1)	_____

LINE 1

Step 3: Determine if any Schedule B and/or C Taxes apply to your business using the fee schedule provided.

Business Activity	For Mfg or Misc Only (0-50 Employee - \$100) (50+ Employee - \$2.00 each)	License Tax
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

(Use additional sheet of paper if necessary and list each category)

Add all applicable taxes and enter total on Line 2.

LINE 2

Step 4: Add lines 1 and 2 to calculate Total Due for 2013 Business License Tax \$ _____

Penalty (if paying after August 1, 2013) \$ _____ Total \$ _____

Late Tax /Penalties: Tax is due on July 1 and considered delinquent as of July 2 and a late penalty will be assessed as of August 1 at 5% of the amount of the license per month, or a fraction thereof, up to a maximum of 25%, with a minimum of \$5.00. Conducting business within the city without paying the tax imposed by the City of Conover Code of Ordinances and without posting a valid license is a misdemeanor. Each day business is conducted in violation of the ordinance is considered a separate violation.

If you fail to provide this information, the city reserves the right to assess a tax on an estimation of gross receipts for the business, based upon the best information of comparable businesses, or any other information the Tax Collector deems reliable.

The Federal ID number/Social Security number will be used to facilitate collections of unpaid privilege license fees if fees are not paid voluntarily.